

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WISCONSIN**

Position Available: Clerk of Bankruptcy Court

Location: Milwaukee, Wisconsin

Salary: JSP 15 - 17, \$117,661-\$165,300
(commensurate with qualifications and experience), subject to annual adjustment depending on case load and other variables.

Open Until Filled: Yes

Application Close: October 1, 2010, unless extended further.

Position Overview:

The Clerk of the Bankruptcy Court is a high-level, full-time, professional position. The Clerk is appointed by, and serves, the judges of the Bankruptcy Court, pursuant to 28 U.S.C. § 156. This is an at-will position. The Clerk is responsible for managing the statutory duties of the Clerk and for overseeing the administrative activities of the court. Statutory duties include receiving and keeping the court's records and seal, issuing process, entering judgments and orders, and certifying copies of court records. The Clerk manages a staff of approximately 45 employees. There are four (4) bankruptcy judges on the court, each of whom holds court in Milwaukee, Wisconsin, and some of whom periodically hold court in Oshkosh and Green Bay, Wisconsin.

Representative Duties:

In addition to the statutory duties listed above, the Clerk is responsible for court administration in a constantly-evolving environment. Budgets and other resources change from year to year, as do case loads and the judges' needs. This requires the Clerk to be flexible, creative, and self-motivated, as well as to possess outstanding communication, motivational, leadership and interpersonal skills. The Clerk must possess the ability to monitor and evaluate the functioning of the court. The position involves some travel, both inside and outside the state of Wisconsin.

The following is a non-exhaustive list of the Clerk's duties:

- * Recruit, hire, assign, train, evaluate and discipline personnel.
- * Create a positive and pleasant work environment, where staff members can develop their skills, strive toward reaching their full potential, and pursue opportunities for advancement.
- * Enhance and maintain positive morale in the workplace.
- * Consult with, make recommendations for, and implement policies established by the judges of the court.
- * Prepare and manage the annual budget.
- * Account for all funds received by the court, and maintain internal budget and fiscal controls.
- * Serve as the certifying officer for the disbursement of funds.
- * Oversee purchasing of, maintenance of, accounting for and disposal of furniture, consumable supplies and equipment in the Clerk's office and the judges' chambers.
- * Conduct statistical studies and reports as required by statutes and the needs of the courts.
- * Serve as coordinator of the court's Equal Opportunity and Dispute Resolution Plan.
- * Serve as a liaison with judges, the Administrative Office of U.S. Courts, the General Services Administration, the U.S. Marshal's Service, the U.S. Trustee's office, the district court, the judicial council and its committees, the press, the local rules committee and any other entities having business or relations with the court.
- * Present a positive image of the court to the public and to court users.
- * Serve as the secretary at judges' meetings, and maintain a record of the policies set at those meetings.
- * Oversee, provide, and coordinate technical services, web site maintenance, electronic case management and electronic case filing, and technological advances that will enhance court operation and services.
- * Attend seminars, conferences and other educational and networking functions on behalf of the court.

Conditions of employment:

The selected candidate must be bondable, and is required to undergo a background check, credit check and income tax review covering the previous ten (10) years. The initial appointment is provisional, and is conditioned upon acceptable results of the background checks. Similar checks will occur every five (5) years after employment. Candidates must be United States citizens, or otherwise eligible to work in the United States. The selected candidate will be required to use electronic funds transfer for depositing payroll checks. The

selected candidate, like all employees of the clerk's office, will be required to adhere to a Code of Ethics and Conduct, which is available upon request.

Benefits:

The Bankruptcy Court is part of the judicial branch of the United States government. The position of Clerk of the Bankruptcy Court is not a Civil Service position, although there are similar benefits, such as paid vacation, sick leave, a choice of health insurance plans, paid federal holidays, and participation in the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (TSP).

Education and Experience:

The following are guidelines, which may be waived if a particular candidate possesses other comparable skills or experience. In general, the position requires at least ten (10) years of progressively responsible administrative experience in public service or organized business, with approximately three (3) of those years in a position of substantial management responsibility and leadership. The position requires excellent oral and written communication skills, and if requested, candidates must supply a writing sample (unedited by another person). Candidates must show proven leadership and organizational skills, as well as interpersonal skills.

Application Procedure:

Candidates must submit a resume, along with a narrative description of how they would approach the challenges of the job. The narrative must not exceed three (3) double-spaced pages in length. Candidates may submit these materials electronically to *human_resources@wieb.uscourts.gov*, or submit a hard copy by mail (in an envelope marked "Personal and Confidential") to Chief Judge Pamela Pepper, 517 East Wisconsin Avenue, Room 140, Milwaukee, Wisconsin 53202. The court may select certain candidates for in-person, telephone or video-conference interviews. Limited travel reimbursement may be available. Relocation expenses for the selected candidate may also be available.

The United States Bankruptcy Court is an Equal Opportunity Employer.